



## **CITY OF WILMINGTON**

Department of Real Estate and Housing  
800 French Street, REH 7<sup>th</sup> Floor  
Wilmington, DE 19801  
(302) 576-3018  
(TDD) (800) 232-5470  
[www.WilmingtonDE.gov](http://www.WilmingtonDE.gov)

# **REQUEST FOR PROPOSALS**

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## **Consolidated Plan RFP and Application**

**Proposal Applications Due:  
Friday, January 29, 2016 @ 4:00 PM**

**Dennis P. Williams, Mayor**

**Nailah B. Gilliam, Director  
Real Estate and Housing**

# Consolidated Plan Public Service RFP and Application

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## DEPARTMENT OF REAL ESTATE AND HOUSING

800 French Street  
7<sup>th</sup> Floor  
Wilmington, DE 19802  
Ph: 302.576.3018  
TDD: 800.232.5470

### REQUEST FOR PROPOSALS FOR CDBG-FUNDED PUBLIC SERVICE ACTIVITIES

The City of Wilmington Department of Real Estate and Housing is soliciting applications from qualified nonprofit organizations interested in providing services that address one or more of the public service needs targeted in the City's Community Development Block Grant (CDBG), Emergency Solutions Grant (ESG) and Housing Opportunities for People With Aids (HOPWA) programs.

### AVAILABLE FUNDING

The City of Wilmington has estimated the availability of the following funding amounts in FY2017 for the Community Development Block Grant (CDBG), Emergency Solutions Grant (ESG) and Housing Opportunities for People With AIDS (HOPWA) RFP.

Fund Source	Estimate
Community Development Block Grant – CDBG**	\$305,320
Emergency Solutions Grant – ESG***	\$173,631
Housing Opportunities for Persons with AIDS - HOPWA	\$610,610
<b>TOTAL</b>	<b>\$1,089,561</b>

**\*\*CDBG will be available as follows: 65% Housing Related Activities (\$198,458) and 35% Youth Related Activities (\$106,862).**

**\*\*\*ESG will be available as follows: 40% Rapid Re-Housing (\$75,083.68) and 60% Other Eligible Activities (\$98,547.33)**

### Service Delivery Area:

The Service Delivery Area for HOPWA funds includes the City of Wilmington, New Castle County, and Cecil County, MD. ESG and CDBG are limited to the City of Wilmington.

A brief overview follows on eligible ESG, HOPWA and CDBG activities. HUD regulations for these programs are available on the HUD.gov website or by calling the Department of Real Estate and Housing.

### GENERAL SCOPE OF WORK:

Under this RFP, available funds may be used to provide public services (including labor, supplies, materials and other costs), provided the public service is<sup>1</sup>:

- A new service; or

<sup>1</sup> If CDBG-funded, activity cannot have been funded by City, County or State general funds within the past 12 months.



- A quantifiable increase in the level of a service

**Targeted public service activities for this RFP include, but are not limited to:**

- Housing-related training programs
- Fair housing activities
- Housing Counseling
- Homelessness prevention
- Services for homeless persons and families
- Services to persons with HIV/AIDS
- Youth and Families Services

The completed application must address one or more of the targeted public service needs listed above, serve primarily low to moderate income persons in the City of Wilmington and meet the established 65-point threshold to be considered for funding.

This solicitation is being offered in accordance with Federal and State requirements governing procurement of professional services. Accordingly, the City of Wilmington reserves the right to negotiate an agreement based on fair and reasonable compensation for the scope of work and services proposed, as well as the right to reject any and all responses that no application received is either feasible, meets a local need, or serves eligible or intended beneficiaries.

**Advisory Committee:**

Application funding recommendations (made by an Advisory Committee comprised of members of City Council or their designee, Mayor's Office staff, Real Estate and Housing staff and outside appointed persons with knowledge of Federal funding and programs) will be forwarded to the Mayor. Final awards will be available for a 30-day public comment period.

**Funding Timeline:**

Following a 30-day public comment period and after HUD approves the City's Annual Plan and funds are released, a funding agreement will be executed between the City of Wilmington and the successful subrecipient. Funding agreements will have a 12-month completion date from the date of contract, unless otherwise specified.

**WHO CAN APPLY?**

**Eligible Applicants:**

- Non-profit organizations
- Governmental agencies
- Faith-based organizations (non-religious public services)

**Ineligible Applicants under this RFP:**

- Private Individuals
- Individual homeowners or landlords
- Individual businesses
- Religious Institutions/Churches for religious purposes

- City of Wilmington Departments

**Applications unsure of eligibility should contact the Department of Real Estate and Housing for guidance.**

**RFP Deadline:**

All applications must be received by the City of Wilmington, Department of Real Estate and Housing, Louis L. Redding City/County Building, 800 French Street, REH 7th Floor, Wilmington, DE 19801 no later than **4:00 PM Friday, January 29, 2016**. Late submissions and postmarks will not be accepted. Hand delivery of applications is recommended.

Person with hearing impairments should call (TTY) (800) 232-5460 for assistance.

**Funding Timeline:**

Application funding recommendations made by the Advisory Committee will be forwarded to Mayor and made available for a 30-day public comment period. Once HUD approves the plan and funds are released, a funding agreement will be signed between the City of Wilmington and the subrecipient. Funding agreements will have a completion date of 12 months from date of contract.

**Pre-Application Meeting:**

Prospective applicants are encouraged to attend a Pre-Application meeting on **Wednesday, January 13, 2016 at 10:00 a.m. to 12:00 p.m.** in the Constituent Service's Conference Room, 3<sup>rd</sup> Floor, Louis L. Redding City County Building, 800 N. French St., Wilmington, DE, 19801. The meeting's purpose is to collectively answer questions regarding the application process, scoring, and expectations. Light refreshments will be provided.

**Application Assistance/Questions Contacts:**

Application assistance is available by contacting:

Vaughn A. Watson Jr.  
Senior Program Administrator  
(302) 576-3018  
[vwatson@WilmingtonDE.gov](mailto:vwatson@WilmingtonDE.gov)

**Department of Real Estate and Housing**

City of Wilmington  
800 French Street, 7<sup>th</sup> Floor  
Wilmington, DE 19801  
(302) 573-5588 Fax



## **Community Development Block Grant (CDBG)**

### **Nature of the CDBG Program**

The U.S. Department of Housing and Urban Development provides annual grants, in the form of the Community Development Block Grant Program (CDBG), to cities and counties to develop viable urban communities by providing decent housing, a suitable living environment, and by expanding economic opportunities, principally for low and moderate income persons. "Low and Moderate Income" is defined as a person or family whose income is at or below 80% of median income for the Wilmington Metropolitan Statistical Area. An income chart is included in this packet for reference.

### **CDBG National Objectives**

As part of the eligibility determination each CDBG-funded project or program **must** meet at least one of the following three national objectives:

1. Benefit low and moderate income persons:  
low and moderate income housing; or  
low and moderate income jobs; or  
low and moderate income clients; or  
low and moderate income areas.
2. Aid in the prevention or elimination of slums and blight; or
3. Address an urgent need which poses a serious and immediate threat to the health or welfare of the community.

### **Eligible CDBG Activities**

**Public Services** - CDBG funds may be used to provide public services (including labor, supplies, and materials), provided that the public service is either a new service or a quantifiable increase in the level of service.<sup>2</sup>

Eligible activities include youth and families services, emergency and transitional housing, homelessness prevention, housing counseling, job training to increase applicant's ability to deliver affordable housing or fair housing<sup>3</sup>.

### **Ineligible CDBG Activities**

Buildings for the general conduct of gov't.  
General government expenses  
Income payments  
New housing construction  
Operation and maintenance of public facilities  
Political activities  
Purchase of equipment (except for Public Services)  
Religious activities

### **Ineligible CDBG activities under this RFP<sup>4</sup>**

Acquisition/Disposition  
Demolition/Clearance  
Economic Development Activities  
General Administration  
Planning  
Public Facilities Improvements  
Rehabilitation of Housing  
Relocation

<sup>2</sup> Services cannot have been funded by City, County or State general funds during the past 12 months.

<sup>3</sup> Subrecipient must obtain and report beneficiary data on clientele, of which at least 51% of whom are at or below 80% of MFI.

<sup>4</sup> These activities are eligible under CDBG regulations, ineligible as part of this RFP.



## **Emergency Solutions Grant (ESG)**

### **Nature of the ESG Program**

The Emergency Solutions Grant (ESG) Program focuses on addressing the needs of individuals and families by assisting them to quickly regain stability in permanent housing after experiencing a housing crisis and/or homelessness.

The “homeless” definition in §576.2. This assistance, referred to as homelessness prevention, may be provided to individuals and families who meet the criteria under the “at risk of homelessness” definition or who meet the criteria in paragraph (2), (3), or (4) of the “homeless” definition in §576.2 and have an annual income **below 30 percent** of median family income for the area, as defined by HUD.

### **Priority 1. Homeless Families**

- (a). The homeless family who is in the emergency shelter for less than 30 days
- (b). The homeless family who has been living on the streets (cars, parking lots, places not meant for human habitation) for less than 30 days
- (c). The homeless family or individual who is in the emergency shelter for over 30 days
- (d). The homeless family or individual who has been living on the streets (cars, parking lots, places not meant for human habitation) for over 30 days

### **Priority 2. Homeless Individuals**

- (a). The homeless individual who is in the emergency shelter for less than 30 days
- (b). The homeless individual who has been living on the streets (cars, parking lots, places not meant for human habitation) for less than 30 days
- (c). The homeless individual who is in the emergency shelter for over 30 days
- (d). The homeless individual who has been living on the streets (cars, parking lots, places not meant for human habitation) for over 30 days

The ESG Program provides funds for Street Outreach, Emergency Shelter, Homelessness Prevention, Rapid Re-housing, Data Collection and Homeless Management Information System (HMIS) — immediate alternatives to the street — transitional housing that helps people reach independent living and. Grantees can use ESG funds to rehabilitate and operate these facilities, provide essential social services, and prevent homelessness.

### **Beneficiaries**

Individuals and families who may qualify as homeless are: (1) Individuals and families who lack a fixed, regular, and adequate nighttime residence and includes a subset for an individual who resided in an emergency shelter or a place not meant for human habitation and who is exiting an institution where he or she temporarily resided; (2) individuals and families who will imminently lose their primary nighttime residence; (3) unaccompanied youth and families with children and youth who are defined as homeless under other federal statutes who do not otherwise qualify as homeless under this definition; and (4) individuals and families who are fleeing, or are attempting to flee, domestic violence, dating violence, sexual assault, stalking, or



other dangerous or life-threatening conditions that relate to violence against the individual or a family member.

### **Eligible Activities**

**Street Outreach Component:** Street Outreach provides Essential Services for unsheltered homeless persons. Services include street outreach services for: Engagement, Case management, Emergency health and mental health service, Transportation, Services for special populations.\* \*Special populations include Homeless Youth, Homeless Persons with HIV/AIDS, and Homeless Victims of Domestic Violence, Sexual Violence, and Stalking.

**Emergency Shelter Component:** Emergency Shelter provides essential services to people staying in emergency shelters. Essential Services include: Case management, Child care, education, employment, and life skills Services, Legal services, Health, mental health, and substance abuse service, Transportation and Services for special populations. Shelter activities include renovation (including major rehab or conversion) and Operations (e.g., maintenance, utilities, furniture and food). Shelters have to provide housing for intact two parent families and/or all minor children under age 18 regardless of sex

The City's combined street outreach and emergency shelter expenditures are capped and cannot exceed 60% of the total ESG grant award.

**Homelessness Prevention/Rapid Re-housing Component:** At least 40 percent of the City's total ESG grant must be used for homelessness prevention assistance to persons at or below 30% of MFI who are homeless or at risk of becoming homeless.

Homeless Prevention: Funds can be used to prevent an individual or family from becoming homeless; to help an individual or family regain stability in their current housing or other permanent housing. Eligible activities include Housing Relocation and Stabilization Services, Short- (1-3 mos.) and Medium-Term (4-24 mos.) Rental Assistance. **Rapid Re-Housing:** Rapid Re-Housing services are available to those who are literally homeless.\* It can be used to help a homeless individual or family move into permanent housing and achieve housing stability. Eligible activities are Housing Relocation and Stabilization Services and Short- and Medium-Term Rental Assistance.

Allowable activities for both Homelessness Prevention and Rapid Re-housing: Moving cost, Rent application fees, Security deposit, Housing search/placement, Housing stability case management, Last month's rent, Utility deposit, Utility payments, Mediation and legal services, Credit repair/budgeting/money management.

Financial assistance cannot be provided to a household for any purpose and time period when it is supported by another public source, i.e. Section 8 Housing Choice Voucher.

**HMIS Lead Agency Component:** Eligible costs for recipients that are HMIS Lead Agencies include hosting and maintaining software or data; backing up, recovering, or repairing software or data; upgrading, customizing, and enhancing the HMIS, integrating and warehousing data, administering the HMIS, reporting, conducting training on using the HMIS, salaries for HMIS operation, staff travel (training and program participant intake). Recipient participation fees charged by the HMIS Lead may be charged under HMIS.

**Grant Administration Component:** Eligible grant administration costs include providing management, oversight, and coordination, monitoring programs and evaluating performance,



training on ESG requirements, preparing ESG & homelessness-related sections of the Consolidated Plan and carrying out environmental review responsibilities.

Staff/overhead costs directly related to one of the program components are NOT subject to the administrative cost limit.

**ESG Matching Fund Requirement:**

ESG funds must be matched dollar for dollar. For example, if your \$10,000 proposal is funded with ESG funds, you must provide documentation of total project costs of at least \$20,000 and provide proof of the source of the required \$10,000 matching funds. The matching fund requirement may be met through cash contributions to the program, or in-kind contributions including the value of donated goods and volunteer services. Other local, Federal and state ESG funds cannot be used as match for these funds.

## **Housing Opportunities for Persons with AIDS (HOPWA)**

### **Nature of the HOPWA Program**

The U.S. Department of Housing and Urban Development provides annual grants in the form of the Housing Opportunities for Persons With AIDS (HOPWA) Program to provide States and localities with the resources and incentives to meet the housing needs of low-income people with HIV/AIDS or related diseases and their families.

People with AIDS other HIV-relative illnesses often face desperate situations as their ability to work (and therefore their income) declines and their health care expenses mount. Homelessness and lack of adequate medical care threaten both family stability and the health of the affected person. HOPWA helps low-income PWAs and their families by providing funds for secure housing that can serve as a base for health care and other services. HOPWA primarily benefits low-income PWAs and their families, especially those who are homeless or at great risk of becoming homeless. However, HOPWA does fund information, community outreach and education which can serve people at any income level.

### **Eligible HOPWA Activities**

**Permanent Housing Placement:** Supportive housing services that help establish households in housing units, including reasonable costs for security deposits not to exceed two months of rental costs.

**Short-Term Rent, Mortgage and Utility Payments (STRMU):** Subsidy or payments subject to a 21-week limited time period to prevent the homelessness of a household (e.g., HOPWA short-term rent, mortgage and utility payments).

**Tenant-Based Rental Assistance: (TBRA):** An on-going rental housing subsidy for units leased by the client, where the amount is determined based in part on household income and rent costs. Project-based costs are considered facility-based expenditures.

**Housing-related services:** housing information and referral

**Eligible Housing:** including emergency shelter, shared housing, apartments, single room occupancy units (SROs), group homes, and housing combined with supportive services, purchase, rehabilitation, conversion, lease, and repair of housing; new construction for SROs and community residences.

Each household receiving rental help or living in housing funded under the program pays rent based on their income (under the same formula as tenants of public housing or Section 8 assisted housing, 30 percent of their adjusted income)

**Supportive Services:** (such as health care, mental health services, chemical dependency treatment, nutritional services, case management and help with daily living)

**Leveraging Required** Proposal must demonstrate evidence of commitments from the County, State, Federal, or private resources to provide additional supportive services



**PROPOSALS WILL BE RATED BASED ON THE FOLLOWING CRITERIA AND POINT SYSTEM**

**Housing and Homeless Prevention Project**

<b>Factor</b>	<b>Criteria</b>	<b>Points</b>
Project Description	Clear description of activities and connection with housing and homelessness prevention needs that will lead to an effective program or project.	0-5
Need	Need and urgency clearly described and supported with documentation.	0-15
Beneficiaries	Clear description of beneficiaries and benefit to low- and moderate-income individuals and families.	0-15
Program Delivery	Applicant capacity to administer the program, appropriate staffing, applicant capacity to manage budgets, contracts, reports and compliance with Federal regulations. Extent of prior experience providing proposed services and managing Federal funds. Feasibility of starting and completing this project in a timely manner.	0-20
Program Outcomes	Applicant's plan to reach specific program outcomes and how each outcome will be measured.	0-20
Budget	Clear use of grant funds, substantiated costs broken out by line item, appropriate total cost and average cost. Substantiated financial support.	0-15
Coordination	Extent of involvement of community and other organizations in needs assessment, program design and preparation of this proposal.	0-5
Quality of the Proposal	Complete and appropriate amount of requested information in an organized and readable format.	0-5
<b>TOTAL</b>		<b>0-100*</b>

\* To be eligible for funding, each project proposal must meet a minimum 65-point threshold.



## Youth and Families Project

Factor	Criteria	Points
Project Description	Clear description of activities and connection with needs of Youth that will lead to an effective program or project.	0-5
Need	Problem and need to be clearly described and addressed supported with documentation.	0-15
Beneficiaries	Clear description of beneficiaries and benefit to low and moderate income youth and families.	0-15
Program Delivery	Applicant capacity to administer the program, appropriate staffing, applicant capacity to manage budgets, contracts, reports and compliance with Federal regulations. Extent of prior experience providing proposed services and managing Federal funds. Feasibility of starting and completing this project in a timely manner.	0-20
Program Outcomes	Applicant's long term outcomes and how each outcome will be measured.	0-20
Budget	Clear use of grant funds, substantiated costs broken out by line item, appropriate total cost, average cost and leveraging. Substantiated financial support.	0-15
Coordination	Extent of involvement of community and other organizations in collaborations with programs addressing the needs of youth and family.	0-5
Quality of the Proposal	Complete and appropriate amount of requested information in an organized and readable format.	0-5
<b>TOTAL</b>		<b>0-100*</b>

\* To be eligible for funding, each project proposal must meet a minimum 65-point threshold.





## APPLICATION FOR FEDERALLY-FUNDED PUBLIC SERVICES ACTIVITIES

Please complete and submit to the Department of Real Estate and Housing:

City of Wilmington  
800 French Street, 7th Floor  
Wilmington, DE 19801

Organization Information													
<b>Name of Organization:</b>													
<b>Proposed Project Title:</b> _____													
<b>Funding Amount Requested for Project: \$</b> _____													
<b>Contact Person:</b>													
<b>Contact Person Title:</b>													
<b>Mailing Address:</b>													
<b>Street Address (if different from mailing):</b>													
<b>City, State, Zip:</b>													
<b>Phone:</b>		<b>Fax:</b>											
<b>DUNS #:</b> <sup>5</sup>		<b>CCR#:</b>											
<b>EIN #:</b>		<b>Email:</b>											
Website URL (if applicable):													
<b>Legal Status of Applicant:</b> <table border="0"> <tr> <td><input type="checkbox"/> Certified CHDO</td> <td><input type="checkbox"/> General Partnership</td> </tr> <tr> <td><input type="checkbox"/> Non Profit (non-CHDO)</td> <td><input type="checkbox"/> Limited Partnership</td> </tr> <tr> <td><input type="checkbox"/> Public Housing Authority</td> <td><input type="checkbox"/> Limited Liability Company</td> </tr> <tr> <td><input type="checkbox"/> State Agency</td> <td><input type="checkbox"/> Corporation</td> </tr> <tr> <td><input type="checkbox"/> Local Government</td> <td></td> </tr> </table>				<input type="checkbox"/> Certified CHDO	<input type="checkbox"/> General Partnership	<input type="checkbox"/> Non Profit (non-CHDO)	<input type="checkbox"/> Limited Partnership	<input type="checkbox"/> Public Housing Authority	<input type="checkbox"/> Limited Liability Company	<input type="checkbox"/> State Agency	<input type="checkbox"/> Corporation	<input type="checkbox"/> Local Government	
<input type="checkbox"/> Certified CHDO	<input type="checkbox"/> General Partnership												
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<input type="checkbox"/> Public Housing Authority	<input type="checkbox"/> Limited Liability Company												
<input type="checkbox"/> State Agency	<input type="checkbox"/> Corporation												
<input type="checkbox"/> Local Government													
<b>Applicant's Qualifications:</b>	<b>Yes</b>	<b>No</b>	<b>N/A</b>										
Drug Free Policies													
Fair Housing Policies													
Equal Employment Opportunity Employer													

<sup>5</sup> All applicants must have EIN, DUNS and CCR numbers:



**This section is to be completed for Housing and Homeless Prevention Projects.**

**Project Description<sup>6</sup> - Housing Related Activities**

Please discuss the priority area(s) your project addresses:

This request is for a:

☐ New Program

☐ Existing program

Describe the problem or need to be addressed by proposed project. (Attach additional sheets, if necessary.)

<sup>6</sup> It is not necessary to utilize this document when completing the RFP; however, applicant ***must*** follow the format of this application and respond to each question in the order outlined herein.



**This section is to be completed for Housing and Homeless Prevention Projects.**

**Project Location and Service Area** - Describe the area to be served by the project. Include map(s), where available.

**Targeted demographic population of the City:**

**Describe (in detail) how the proposed project complies with the City of Wilmington's objective to fund housing-related projects/activities.** (Attach additional sheets, if necessary.)

**Proposed Measurable Outcomes** – Provide outcomes to be achieved through the use of Federal funding. For ESG, must include not only numbers of persons served, but program exit data to include status of clients at the end of services provided, i.e., stably housed, etc. (Attach additional sheets, if necessary.)



**Organizational Capacity – Housing Related Activities**

**Please describe organization's history and prior experience**, including a list of similar projects: (Attach additional sheets, if necessary.)

**List Additional Project Funding Source(s), including source of match (in the event required):** (Attach additional sheets, if necessary.)





<b>This section is to be completed by Youth and Families Projects.</b>	
<b>Project Description – Youth and Family Services</b>	
<b>Discuss the problem or need to be addressed by proposed project, including specific target youth population to be served (include age range for program participation):</b>	
This request is for a: <input type="checkbox"/> New Program <input type="checkbox"/> Existing program	
<b>Describe your agency's outreach and methods used to inform eligible youth about your program. (Attach additional sheets, if necessary.)</b>	

**This section is to be completed by Youth and Families Projects.**

**Project Activity - Describe the specific activity performed; and the timetable for performing the activity.**

**Specify hours of operation for youth activities, including total hours on a daily basis:**

**Specify the facilities to be used to conduct the activity (include address of location):**

**Proposed Measurable Outcomes– Describe the expected long term outcomes (result, Impact or change) expected to come about as a result of your program, including how they will be measured. (Attach additional sheets, if necessary.)**



**This section is to be completed by Youth and Families Projects.**

**Organizational Capacity – Youth and Family Services**

**Describe organization's history and prior experience**, including a list of similar projects. Also indicate collaborations with existing youth programs serving the same target population that will benefit from the activity: (Attach additional sheets, if necessary.)

**List Additional Project Funding Source(s)**, including source of match (in the event required): (Attach additional sheets, if necessary.)



**The following sections must be completed for *all* Projects.**

**Program Team:**

Identify the name of the responsible party and the experience that they have in this role. Team members identified after the application is submitted are subject to review. (Please attach any extra sheets, if necessary.)

Staff Member	Background and Expertise of Personnel
Name:	
Title:	
FTE <sup>7</sup> on This Project:	
Name:	
Title:	
FTE on This Project:	
Name:	
Title:	
FTE on This Project:	
Name:	
Title:	
FTE on This Project:	

<sup>7</sup> FTE = Full-Time Equivalent: Percentage or number of hours employee will work on project being funded.



<b>Project Cost</b>															
Estimated Total Cost of Project:						\$									
Funding Amount Requested for Project:						\$									
Amount and source of other funds leveraged for project: <i>(Please submit proof of other funding sources)</i>						<b>Source</b>			<b>Year</b>		<b>Amount</b>				
<b>Project Sustainability:</b> How will your organization continue providing these services if funds are not awarded next year?															
If your project is not fully funded, will your organization be able to implement project with partial funding?															
<b>Project Timeline</b>															
<b>Project Start Date:</b>								<b>Project Completion Date:</b>							
Applicants must provide a schedule for the program that lists major activities and indicate when they will be executed.															
<b>Program Schedule</b>															
<b>Projected Goals and Activities:</b>				1st Quarter			2nd Quarter			3rd Quarter			4th Quarter		
				<i>(each box represents one month)</i>											



## PROJECT/PROGRAM BUDGET

*The following may be used as an example of an acceptable budget format, applicant may use own format.*

Line Item	Calculation of Request	Request	Other Funds	Total*
<b>PERSONNEL COSTS</b> (list positions, cost includes fringe)	Provide rate of pay, percentage of time on project, calc. of fringe, etc. for total cost*			
1				
2				
3				
4				
5				
6				
Consultants				
Subtotal PERSONNEL				
<b>OPERATING COSTS</b>	Provide description of how you arrive at total cost* for each line	Request	Other Funds	Total*
Advertising				
Supplies				
Rent and Utilities				
Facility Maintenance				
Equipment				
Printing/Copying				
Phone				
Travel				
Training				
Taxes				
Other:				
Other:				
Other:				
Other:				
Subtotal OPERATIONS				
<b>TOTAL BUDGET</b>				



## SAMPLE ORGANIZATION BUDGET

*The following may be used as an example of an acceptable budget format, applicant may use own format.*

Source and Use of Funds	Annual Budget
<b>REVENUES</b>	
Federal	
State	
Local	
Private	
Other	
<b>Total Revenues</b>	
<b>EXPENSES</b>	
Salaries and Fringe	
Office Expenses	
Program Expenses	
Professional Services	
Training and Travel	
Other	
<b>Total Expenditures</b>	

**Financial Audits and Reports:** (Include a copy of your organization's most recent A-133 or regular financial audit.)



## CLIENT BENEFIT FORM

### THIS FORM IS REQUIRED

	Benefits Calculation	Income	Proposed FY2017	Prior Year Actual*
<b>A</b>	Total # clients	All incomes		
<b>B</b>	# Non Low/Mod	over 80% MFI		
<b>C</b>	# Moderate Income	51% to 80% MFI		
<b>D</b>	# Low Income	31% - 50% MFI		
<b>E</b>	# Extremely Low Income	under 30% MFI		
<b>F</b>	# Low/Mod Subtotal	<b># under 80% MFI (Sum of C + D + E)</b>		
<b>G</b>	% Low/Mod	<b>% under 80% MFI (F divided by A times 100)</b>	_____ %	_____ %

**\*Prior Year Actual Period Covered: From: \_\_\_\_\_ To: \_\_\_\_\_**

Provide one full year of data (calendar year, program year, fiscal year or the most recent 12-month period for which there is data). For programs that do not have a full year of data, provide only the months available and note this. **For new programs, provide proposed numbers only and write "n/a" in prior year actual column.** Current Income Guidelines are provided below to assist in completing the above form.

Number Persons in Household	Extremely Low Income 30% MFI	Low Income 50% MFI	Moderate Income 80% MFI
1 person	\$17,050	\$28,400	\$45,450
2 persons	\$19,500	\$32,450	\$51,950
3 persons	\$21,950	\$36,500	\$58,450
4 persons	\$24,350	\$40,550	\$64,900
5 persons	\$28,410	\$43,800	\$70,100
6 persons	\$32,570	\$47,050	\$75,300
7 persons	\$36,730	\$50,300	\$80,500
8 persons	\$40,890	\$53,550	\$85,700

**MFI = Median Family Income, based on Wilmington - Newark Metropolitan Area – Effective 3/6/2015**





## SAMPLE RESOLUTION

*The following language may be used as an example of an acceptable resolution for meeting the requirements of applying for funds from the City of Wilmington Department of Real Estate and Housing. Format is provided as an example, applicant may use own format.*

At a meeting held on the following date \_\_\_\_\_, the Executive Committee/Board of Directors of the following agency: \_\_\_\_\_ passed the following resolutions(s):

The Board of Directors authorizes the application for and use of funds from the City of Wilmington's Department of Real Estate and Housing for activities described in the proposal and, if awarded funds, shall implement the activities in a manner to ensure compliance with all applicable Federal and local laws and regulations.

(Optional - for programs providing family violence prevention/treatment services)

The Board of Directors attests that the agency has a policy which ensures the confidentiality of records pertaining to any individual provided family violence prevention or treatment services.

(Optional - for shelter providers)

The Board of Directors certifies that the agency administers a policy to ensure that homeless facilities are free from the illegal use, possession or distribution of drugs or alcohol by its beneficiaries.

\_\_\_\_\_  
Signature of Board President

\_\_\_\_\_  
Date



## Required Certifications for Public Services Activities Application

Signature of Agency Representative with Binding Authority below certifies the following statements:

- Organization has no conflict of interests with City of Wilmington appointed or elected representatives and does not employ City appointed or elected representatives or their families.
- Organization will comply with all Federal requirements to be observed by organizations being funded with CDBG, ESG or HOPWA funds, including compliance with Federal Labor Standards, Section 3, Segregated Facilities, Equal Opportunity, Fair Housing Act Title VIII of the Civil Rights Act of 1968 and Non-Discrimination Section 109, Title VI and EO 11246. All requirements are described in 24 CFR 570 (CDBG Entitlement Grants).
- Authorized official certifies that this Public Services application package has been reviewed and all information provided in this application and attachments is true and correct.
- Sufficient funds are available from non-Federal sources to complete the project, as described, if funds are allocated to the applicant.

\_\_\_\_\_  
Signature of Authorized Agency Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Organization



## APPLICATION CHECKLIST:

- ☐ One (1) (single-sided) original completed Application, plus nine (9) additional double-sided copies; 8 ½" X 11" page format  
Binding: clear-view, 3-ring report covers or small 3-ring binders
- ☐ Board Resolution signed by authorized official
- ☐ Proof of IRS 501(c) 3 status
- ☐ List of Current of Board Members
- ☐ Required Client Benefit Form (attached)
- ☐ Proposed Project/Program Budget (sample form attached)
- ☐ Organizational Budget (sample form attached)
- ☐ Other Funding Sources
- ☐ Copy of Most Recent Financial Audit
- ☐ Certification signed by authorized official (sample attached)
- ☐ Letters of Community Support (where available)
- ☐ Monthly Program Outcomes Report (provided by CMIS for current participants)
  - **Data must be for the Period November 2013 to November 2014.**



## IMPORTANT INFORMATION!

Contracts resulting from this RFP will be subject to all laws, rules and regulations of Federal, state and municipal authorities having jurisdiction. All proposals will be reviewed for applicability with these regulations and the regulations will be included in the contract. A sample of regulations governing Consolidated Plan grants include:

- Davis-Bacon Wage Rates (only applies to certain construction projects)
- Non-Discrimination and Equal Employment
- Section 3 Low Income Employment and Contracting
- Fair Housing and Affirmative Marketing
- Handicapped Accessibility
- Environmental Review/Historic Preservation
- Monitoring and Reporting
- Housing Quality Standards
- Drug-Free Workplace
- Lobbying Limitations
- Conflict of Interest Limitations
- Anti-Displacement Plan
- Audits
- Procurement

The City of Wilmington reserves the right to reject any and all proposals received in response to this RFP, to make conditional awards and to request additional information from all applicants. The City reserves the right to make awards that vary from the amount of assistance requested and to attach special conditions to any awards. An award might be made contingent on the pre-development phase of the project being completed, securing matching funds or making modifications to the original proposal.

### **Contractual Requirements:**

Each grantee selected to receive funds is required to sign a contract with the City. No costs incurred prior to the execution of an agreement with the City are reimbursable.

The release of grant funds is NOT immediate or automatic after approval of a proposal. This begins the contract development phase. The City will not enter into contract until the process of contract development is complete, which may take from one to several months, depending on the circumstances and readiness of the applicant to proceed, including securing the other funds for the project. At a minimum, contract development requires submission of a revised scope of work and budget to match the award and to take into account any changes that have occurred since the application was submitted. In many cases the information in the application is not sufficient to go to contract without modification. Awardees should not make expenditures under this award prior to receipt of a fully executed contract. Awardees considering starting a project prior to signing the contract should contact the City of Wilmington Department of Real Estate and Housing for guidance.

No verbal agreement or conversation with any official, agent, or employee of the City of Wilmington shall affect or modify any conditions or terms of this RFP. Funding decisions and contract amount are subject to the availability of Federal appropriations. The City of Wilmington is not responsible for proposal preparation expenses and these expenses are not reimbursable under the contract if awarded.

Under Federal laws and regulations, certain requirements must be met in order to negotiate an agreement. These requirements include the following:



1. Applicants must demonstrate that they are a nonprofit organization or a governmental agency.
2. After an application is approved for funding, a contract will be prepared and sent by the City to the identified by the applicant as the authorized official for signature. The contract will specify the amount of the award, the period for which the project is approved, the contract term and administrative provisions. Special conditions attached to the award (if any) will also be specified in the agreement. Grantees will be required to submit and file monthly reports on expenditures, performance progress and objectives.
3. As part of any grant agreement, recipients will be required to comply with affirmative action and equal opportunity laws. In the event of non-compliance, the agreement may be terminated or suspended in whole or in part.
4. All recipients must be able to comply with the federal governments Uniform Administrative Requirements (24 CFR Part 84 for non-profit organizations).
5. All recipients will be required to comply with the federal government's audit requirements as described in OMB Circular A-133 (for HUD's programs, these requirements are codified at 24 CFR Part 84.) All recipients must have an annual audit by a licensed CPA.

**Reporting:**

Agreements will include monthly reporting requirements, a minimum of one site visit every six months, and a process that will discuss the possible cancellation of the contract should the City of Wilmington feel the subrecipient lacks the capacity to meet the implementation timeline.

**Availability of Funds for Next Fiscal Year:**

The City of Wilmington makes no guarantee that selected proposals will be renewed for an additional year. Future funding is subject to an agency's compliance with all regulations and the continued availability of funds. If funds are not allocated and available for the continuance of a service, a contract may be terminated by the City at the end of the period for which funds are available. No liability shall accrue to the City of Wilmington in the event this provision is exercised, and the City of Wilmington shall not be obligated or liable for any future payments or for any damages as a result of termination under this paragraph.

